

Uniondale Pharmacy Email:

dg.pharmerica-long-island-rispharmacy@pharmerica.com

	Procedure	Helpful Hints
New admissions and discharges	Email form to the pharmacy at the address above	• Fax Admission/Discharge form to pharmacy • Be sure to list allergies
Transfers	Email form to the pharmacy at the address above	• Fax Transfer form to pharmacy with medications needed for the resident
Ordering new medications	Ask provider to prescribe electronically	• If received prior to cut off (3pm) you will receive the new medication within 24 hours. • If needed but sent in after cutoff (that day) you MUST call pharmacy at 516-536-0800 (see STAT process below)
Refills	Order online through ViewMasterRx	• Submit refills 4-5 days before the last dose of the medication is administered • Request reorders through ViewMasterRx prior to cut off (3pm); medications will be received within 48 hours • OR peel off the reorder label, affix it to the refill form, and email a copy to the pharmacy • If needed sooner than 48 hours, you MUST call the pharmacy at 516-536-0800 to request the medication • Please do not call refills in unless they are needed the same day
Discontinuing medications	Use ViewMasterRx	• Discontinue medications on ViewMasterRx • OR peel off reorder label, affix it to the discontinue form, and email a copy to the pharmacy
STATS	Escrip and follow-up call	• You MUST call pharmacy at 516-536-0800 to request a STAT delivery • Provide resident name, medication name, dose, and time of next dose • Triage with pharmacist if a backup pharmacy is needed
Delivery	Sign and print name	• Sign for the number of bags and the number of medications • Call the pharmacy if you note any discrepancies
Medical records changes	Email to the pharmacy at the above address	• Keeping ViewMasterRX up to date with active medications will help keep your MARS accurate • If you have questions or concerns, email: DL-CRXMedicalRecords@pharmerica.com • Please send NO LATER than the 10th of the month